

RFQ 0913-0002
Limited English Proficient (LEP) Pathway

Exhibit B
Bidder's Checklist for Responsiveness

<input type="checkbox"/>	<p>Bidder must meet minimum the following qualifications:</p> <ul style="list-style-type: none"> ▪ Ability to serve all eligible individuals as described in Exhibit D – Sample Statement of Works in a refugee's or immigrant's primary language and in culturally appropriate ways. ▪ Have at least one (1) year of experience within the past two (2) years, providing employment and/or language services to refugees and immigrants. ▪ Have the professional qualifications and licenses to perform the proposed LEP Pathway program services. ▪ Possess a current State of Washington business license. ▪ Have minimum hardware and software requirements to be able to use eJAS. Minimum hardware requirements include a computer with 56k modem and internet access. For security purposes minimum software requirements include Windows XP and Office 2003. Internet Explorer v7 is recommended.
<input type="checkbox"/>	<p>Proposal Format is:</p> <ul style="list-style-type: none"> ▪ On 8 ½ x 11 inch white paper, with 1 inch margins; in Arial font, size 11. ▪ Single sided; pages are numbered, and stapled. ▪ Major sections are clearly separated. ▪ Mandatory Use of Proposal Template (Exhibit G) for response to Section 2: Management, Experience and Qualifications Proposal and Section 3: Technical Proposal.
<input type="checkbox"/>	<p>Proposal Content:</p> <ul style="list-style-type: none"> ▪ Front cover page must identify the name of the Bidder's organization, address, contact person and contact information, and RFQ 0913-0002 Limited English Proficient (LEP) Pathway. Identify Proposal as a "Sole Proposal" or "Consortium Proposal". ▪ Table of Contents ▪ Section 1: Administrative Requirements ▪ Section 2: Management, Experience and Qualifications Proposal ▪ Section 3: Technical Proposal
<input type="checkbox"/>	<p>Section 1: Administrative Requirements:</p> <ul style="list-style-type: none"> ▪ Letter of Submittal has <u>ALL</u> the required elements and is signed by an individual authorized to bind the Bidder to a contractual relationship. ▪ Bidder Certification and Assurances Form (Exhibit A) is completed and signed. Include any attachments that are necessary. ▪ Reference – three (3) references were provided.
<input type="checkbox"/>	<p>Section 2 – Management, Experience and Qualification Proposal</p> <ul style="list-style-type: none"> ▪ Use the Proposal Template (See Exhibit G) to respond to this section. ▪ A reference to another section will not suffice, each answer must stand alone.

<input type="checkbox"/>	<p>Section 3 – Technical Proposal</p> <ul style="list-style-type: none"> ▪ Use the Proposal Template (See Exhibit G) to respond to this section. ▪ A reference to another section will not suffice, each answer must stand alone.
<input type="checkbox"/>	<p>Submit required numbers of proposal copies—one (1) original marked “Original” and five (5) copies marked “Copy”.</p>
<input type="checkbox"/>	<p>Proposal was mailed or hand-delivered <u>to arrive</u> on or before the 3:00 p.m. Pacific Time on Thursday, February 25, 2010.</p>